



REPLY TO  
ATTENTION OF:

**DEPARTMENT OF THE ARMY**  
**UNITED STATES ARMY GARRISON-MICHIGAN**  
44370 N. Jefferson  
Selfridge, Michigan 48045-4941

**ANNOUNCEMENT NUMBER 04-05**

**FLEXIBLE**

DUTY SCHEDULE: IRREGULAR

OPENS: 01 JANUARY 2005  
CLOSES: OPEN CONTINUOUSLY

**TITLE:** COOK, NA-7404-04

**AGENCY:** U.S. Army Garrison-Michigan (SANG)

**LOCATION:** MWR FUND, Operations Branch-Golf Activities  
Selfridge ANG Base, MI 48045

**SALARY RANGE:** \$9.93 PH

**DUTIES:** Performs a full range of simple cooking by preparing and cooking items that require little or no processing, such as pancakes, sausage, eggs, hamburgers, and fresh or canned vegetables. Prepares hot cereals and concentrated or dehydrated soups, sauces and gravies. Makes cold sandwich fillings. Sets up and replenishes salad bar.

Prepares food by peeling, chopping, grinding, paring, cutting, slicing, dicing, pureeing, dredging, flouring, or breading. Weighs, measures, and assembles ingredients for regular and modified menu items. Mixes ingredients according to precisely written recipes. Covers, dates, and stores leftovers according to established procedures.

Operates a variety of kitchen equipment using gas, electricity, steam or microwave heat sources. Disassembles, cleans and assembles component parts and accessories, following safety procedures to avoid personal injury and damage to the equipment. Uses and cleans a variety of cooking utensils to measure, weigh, and process food items. Cleans, stores, and maintains all equipment and work areas after each use. Cleans other work areas and equipment, such as worktables, floors, walk-in refrigerators, etc., on an established cleaning schedule. Follows established sanitation procedures when handling food. Ensures that foods are stored at the correct temperatures to prevent bacteria growth. Performs other duties as assigned.

**CONDITION OF EMPLOYMENT:** Participation in Electronic Fund is Transfer (EFT) is mandatory.

**WHO MAY APPLY:** Any qualified person who meets the qualification requirements below.

**QUALIFICATION REQUIREMENTS:** Applicants must have had nine (9) months of experience in a restaurant or cafeteria style setting. In addition applicants must be able to lift or move objects weighing up to 30 pounds and occasionally lifting and carrying objects weighing up to 45 pounds. A favorable CID check is required.

**HOW TO APPLY:** 1. Current NAF Employees and outside applicants must fill out the Optional Application for Non-Appropriated Fund Employment (DA 3433) or submit a Resume. The announcement number **04-05** must be written in block number (3) of the DA 3433 or written on your resume. Be certain to describe your experience and education in detail so that your qualifications can be evaluated correctly.

2. Applicants with prior military service must attach DD Form 214 to the application. Military Spouses who are eligible for Spouse Employment Preference must attach a copy of their sponsor's PCS Orders

3. Attach copies of all college transcripts to the application.

4. Attach all forms together and mail or deliver to the following address:

U.S. Army Garrison-Michigan (Selfridge)  
Non-Appropriated Fund Human Resource Office  
PECP-NCR-G/NAF, Bldg 970, Room 107  
44370 N. Jefferson  
Selfridge ANG Base, MI 48045  
Phone Number (586) 307-5691/5701  
Fax Number: (586) 307-5356

DEPARTMENT OF THE ARMY NON-APPROPRIATED FUND INSTRUMENTALITIES  
ARE EQUAL OPPORTUNITY EMPLOYERS.

NAF EMPLOYEES AND APPLICANTS WILL BE FREE FROM REPRISAL IN MAKING  
PROTECTED DISCLOSURES AND THE CONFIDENTIALITY OF EMPLOYEES AND  
APPLICANTS WILL BE PROTECTED.

MILITARY SPOUSES HAVE EMPLOYMENT PREFERENCE. EMPLOYMENT  
PREFERENCE MUST BE REQUESTED WHEN SUBMITTING DA 3433 AND A COPY OF  
SPONSOR'S PCS ORDERS MUST BE ATTACHED TO THE APPLICATION.

REFUSAL BY THE SPOUSE TO PARTICIPATE IN ESTABLISHED RECRUITMENT  
PROCEDURES (I.E., INTERVIEW, KSA'S WHERE REQUIRED, ETC.,) IS CONSIDERED  
A DECLINATION OF EMPLOYMENT AND IS A BASIS FOR TERMINATION OF SEP  
ENTITLEMENT FOR THE CURRENT PCS OF THE SPONSOR.

INVOLUNTARY SEPARATED MILITARY (ISM) AND THEIR FAMILY MEMBERS HAVE  
EMPLOYMENT PREFERENCE. EMPLOYMENT PREFERENCE MUST BE REQUESTED  
AND PROPER IDENTIFICATION MUST BE PRESENTED AT THE TIME OF REQUEST.

THE DEPARTMENT OF THE ARMY NAF PROVIDES REASONABLE  
ACCOMMODATIONS TO APPLICANTS WITH DISABILITIES. IF YOU NEED A  
REASONABLE ACCOMMODATION FOR ANY PART OF THE APPLICATION AND  
HIRING PROCESS, PLEASE NOTIFY THE SERVICING CIVILIAN PERSONNEL UNIT.  
REQUESTS FOR REASONABLE ACCOMMODATION ARE MADE ON A CASE BY CASE  
BASIS.